1964

Support Services Course: Starting in the spring of 1965,
OTR conducted ~~a number of~~ runnings of the Support Services
Course. The course, which was of eight weeks' duration, was
designed to prepare career trainees for assignments in what
was then termed the Agency Support Services, with emphasis
on training for field assignments as administrative officers
in small or medium-sized field stations. The course was also
intended to motivate students toward a career in the "Support
Services." A typical running involved one week's general
orientation on DDS components by senior DDS officers. After
a second week devoted to the Managerial Grid, the students
spent three weeks on finance and logistics subjects, including

25X1A Class B accounting, travel, and a tour of the ███████ warehouse,
as well as some practical exercises. The sixth and seventh
weeks covered personnel and security subjects, including a
number of problem cases. After a tour of communications and
records facilities, the eighth week was devoted to practical
exercises which attempted to knit together the learning in all
the earlier instruction.

A typical class was about 25 students who were drawn from
one or more CT classes. Ordinarily, a third of the class had the
advantage of having previously worked in a DDS office or a DDP
support function for up to six months. Another one-third of
the class had had an interim assignment of about three months,

while the balance came to the Support Services Course directly from the old Operations Familiarization Course. Of the total number of CTs taking a course, about two-thirds were external and one-third internal.